

**Appraisal Checklist  
Mutual Self-Help Housing**

\_\_\_\_\_ **Development Plan/Cost Breakdown** (signed and dated by Homeowner) – recommend using automated form, such as Quick Books generated form.

\_\_\_\_\_ **8 ½” X 11” set of plans**, initialed and dated by Homeowner (this size of plans is suggested only to avoid cash outlays by the applicant. If other sizes are at no cost, then you may use those. In any case, the plans submitted must be the final design with any changes noted).

\_\_\_\_\_ **1924-2, Description of Materials** (signed & dated by Homeowner).

\_\_\_\_\_ **Plot Plan** (showing dwelling location; drainage swales, if any; easements; elevations---1<sup>st</sup> floor, final grade at corners of house, corners of lot, and benchmark; utilities, etc). This should be prepared by the Sponsor staff, similar to 1924-A, Exh C, Att. 1.

\_\_\_\_\_ **Signed Sales Contract on Lot** (make sure the following are included):

- ✓ Purchase Price - Closing date needs to be a minimum of 90 Days from Contract Date
- ✓ Legal Description of Property
- ✓ Street Address of Property
- ✓ Correct legal name of Borrower, including middle initial.

\_\_\_\_\_ **Copy of Subdivision Map** showing lot location, or directional map showing lot location.